Killeen Independent School District
Job Description

Job Title: Day Custodian
Department: Learning & Engagement Services
Reports To: Campus Principal/Administrator
FLSA Status: Non-exempt

SUMMARY  Keeps premises of school or other assigned district buildings in a clean and orderly condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Maintains the proper display of the flags.

Maintains signage on campus marquee as specified by principal/administrator.

Establishes procedures for locking, un-locking, checking, and safeguarding facilities.

Checks daily to ensure that all exit doors are unlocked and all panic bolts are working properly during the hours of building occupancy. Ensures doors are not left open.

Monitors hallways and stairways for trash a minimum of three times per day.

Monitors cafeteria during breakfast and during each lunch period, provides cleaning supplies for the use of the school nutrition staff and assists them in the sweeping and spot mopping of floors. Solely responsible for the proper cleanup of bodily fluids in the cafeteria.

Responsible for receiving and issuing deliveries.

Answers all “radio calls”.

Maintains and replenishes restroom supplies a minimum of three times per day.

Cleans and sanitizes all water fountains.

Maintains entry ways, floor mats, glass surfaces.

Maintains trophy display, cleaning glass as necessary.

Maintains office area, teachers’ lounge, and clinic floors, wastebaskets, and restrooms.

Replaces lamps and ceiling tiles within a 10 foot height.
Makes minor building repairs as needed and reports major repairs needed to the Lead Custodian and principal/administrator.

Monitors outside perimeter of main building to the curbs.

Removes trash and debris from parking lots and other outside facilities as needed.

Shovels snow/ice. Sprinkles salt/sand on icy walkways/stairs.

Sets up tables and chairs in auditorium or gym.

Moves furniture or equipment within the buildings as directed by the principal/administrator.

Operates machinery in a safe and proper manner.

Follows all safety codes and standards.

Performs such other tasks as may be assigned by the campus principal/administrator.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE Less than high school education, high school diploma, or General Education Degree (GED).

LANGUAGE SKILLS Ability to read and comprehend instructions, short correspondence, and memorandums in English. Ability to write correspondence in English. Ability to effectively present information in one-on-one and small group (situations to other employees of the organization) in English.

MATHEMATICAL SKILLS Ability to add and subtract two digit numbers, and to multiply, and divide.

REASONING ABILITY Ability to understand and carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
OTHER SKILLS AND ABILITIES Ability to operate buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, and use cleaning supplies. Have knowledge of basic techniques of minor repairs and building and grounds maintenance.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, see and walk. The employee regularly is required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift/move up to 50 pounds, and occasionally lift/move up to 100 pounds. The employee may work on ladders and work alone. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet/humid conditions, hot/cold temperatures, toxic or caustic chemicals, dust, and risk of electrical shock. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Coordinator for Auxiliary Personnel
Prepared Date: July 24, 2008

Revised By: Sherri Worley, Coordinator for Auxiliary Personnel
Revised Date: April 20, 2011

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.